

**LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP**

MINUTES OF A MEETING OF THE LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP HELD  
ON WEDNESDAY, 6 FEBRUARY 2019, AT 7.30 PM IN LUPPITT VILLAGE HALL  
TO PRESENT THE ANALYSIS REPORT OF THE 2018 QUESTIONNAIRE

**Present:**

Approximately 50 parishioners attended

ITEM	ACTION
<p><b>1. Apologies</b></p> <p>Apologies were received from Pauline English, Nigel Goode, Mark Hickman, Nigel and Sue Hurst</p>	
<p><b>2. Minutes of previous meeting</b></p> <p>It was agreed unanimously that the Minutes of the last meeting held on Wednesday, 31 October 2018, should be accepted as a true record of that meeting.</p>	
<p><b>3. Introduction and Presentation</b></p> <ul style="list-style-type: none"> <li>• John Thorne, Parish Council Chairman, chaired the meeting and introduced Roger, Michele and Christine who were presenting the report.</li> <li>• Transform Research of Exeter had analysed the data and produced the report.</li> <li>• Roger explained the importance of the Neighbourhood Plan as far as planning applications are concerned. It will enable the Parish Council to have greater control when considering planning applications as the content of the Plan will relate uniquely to Luppitt.</li> <li>• Now that the data given in the questionnaire has been analysed, the sub-groups will be reconvened to discuss how the information can be incorporated in the Plan.</li> <li>• There were 256 completed questionnaires representing 56% of the population. Statistical analysis suggests that this response rate provides 95% accuracy.</li> <li>• After much debate by the Steering Group Committee, it had been decided to leave in all the free-form comments.</li> <li>• Michele had been in charge of the collection of the online responses via the SurveyMonkey programme. All hard copies had been collected after the deadline date of 30 November and passed to the Parish Clerk for safekeeping. They had then been delivered to Transform Research who had been responsible for inputting the data on the SurveyMonkey programme. Both hard and soft copies will be retained for 12 months and then disposed of securely.</li> <li>• The slide showing Demographics illustrated that the findings were truly representative of the parish.</li> <li>• 92% of respondents felt that the landscape and natural environment were extremely or very important.</li> <li>• On the whole, parish facilities were poorly used. There were some suggestions of new ways to use existing facilities.</li> <li>• As far as design and scale of future development were concerned, it was overwhelmingly clear that the residents want to preserve the status quo.</li> <li>• Michele is the spokesperson/lead member of the Renewable Energy sub-group and she said that new technology is developing all the time.</li> </ul>	

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<p>More information is needed. They will be working on a Green code.</p> <ul style="list-style-type: none"> <li>When asked what residents liked most about living in Luppitt, most answered the peace, quiet and tranquillity.</li> </ul>	
<p><b>4. Next steps</b></p> <ul style="list-style-type: none"> <li>Sub-groups to be reconvened as a matter of urgency.</li> <li>A Parish Character Assessment will be carried out in April or May. The Parish Council has agreed to commission Fiona Fyffe to produce an architectural and design record of Luppitt. Funding will be secured for this.</li> <li>Further consultation on the Neighbourhood Plan.</li> <li>Modify the draft Plan.</li> </ul>	<p>Sub-group lead members/Rosalind</p> <p>Roger Rosalind</p> <p>All</p>
<p><b>5. Some Questions</b></p> <ul style="list-style-type: none"> <li>A Neighbourhood Plan is not compulsory so why produce one, especially as protection is given by the AONB?</li> </ul> <p><b>A</b> The AONB and EDDC Local Plan are not specific to Luppitt whereas the Neighbourhood Plan will be. It can be regarded as part of the armoury to give extra protection against unwanted development.</p> <ul style="list-style-type: none"> <li>Is there any intention to identify possible sites for building?</li> </ul> <p><b>A</b> No. The only possibility is for affordable housing.</p> <ul style="list-style-type: none"> <li>Some of the sub-groups do not have many members. Is there a quorum and will sub-group recommendations be brought to the full Steering Group meetings to be decided?</li> </ul> <p><b>A</b> There is no requirement to have a quorum for sub-group meetings. Decisions on sub-group recommendations are taken at the full Steering Group meetings and this will continue. It was clarified that decisions are reached by a majority of the Steering Group members who attended the meeting, ie a decision reached at a meeting would not then be referred to Steering Group members who had been unable to attend that meeting.</p> <ul style="list-style-type: none"> <li>If responses show that a facility is poorly used, is there a chance that the facility will be withdrawn, eg the play area?</li> </ul> <p><b>A</b> Not able to give a definitive answer. It was thought unlikely but possible.</p>	
<p><b>6. Website</b></p> <ul style="list-style-type: none"> <li>Michele has set up a Neighbourhood Plan website – <a href="http://www.luppittneighbourhoodplan.org.uk">www.luppittneighbourhoodplan.org.uk</a> and an email address <a href="mailto:info@luppittneighbourhoodplan.org.uk">info@luppittneighbourhoodplan.org.uk</a>. The website is still at a fledgling stage and it is hoped it will develop in time as a fully interactive village website.</li> </ul>	
<p><b>7. Volunteers</b></p> <ul style="list-style-type: none"> <li>More volunteers are needed to bolster up some of the sub-groups. Anyone interested in taking a more active part in the next stages should contact Rosalind, or Michele via the website <a href="http://www.luppittneighbourhoodplan.org.uk">www.luppittneighbourhoodplan.org.uk</a>.</li> </ul>	<p>All</p>
<p><b>8. Prize Draw</b></p>	

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<ul style="list-style-type: none"><li>The winning residence had been randomly chosen by Nigel Tremlett of Transform Research and the details put in a sealed envelope which was opened by John Thorne. The lucky winner was Clematis Cottage.</li></ul>	
<p><b>9. Any other business</b></p> <ul style="list-style-type: none"><li>Everyone present was handed a copy of the report and also, if they wanted, a copy of the questionnaire. One copy of the report per residence has been printed.</li><li>John Thorne thanked Roger, Christine and Michele for all their hard work in preparing for the presentation, and especially to Roger for all that he has done to date.</li><li>There was no other business.</li></ul>	
<p><b>10. Date of next meeting</b></p> <ul style="list-style-type: none"><li>The next meeting of the Steering Group will be Wednesday, 27 February, at 7.30 pm in the Village Hall.</li></ul>	